

#### QCSR filing instructions for JM case type – EFFECTIVE IMMEDIATELY

Effective immediately, the instruction that a JM case type should initially be assigned when a court is asked to approve the filing of a CHINS (JC) or a Delinquency (JD) petition is no longer in effect. All filings should go directly under the JC or JD case type. However, if there is a possible delay in the filing of the petition, the JM case type may still be used for the filing. All previous filings will remain as they were filed before this notice.

Reason for this change: In most instances, the filing of the JC or JD petition is approved by the court, and the petition is filed on the same day as the approval. The change in this instruction eliminates the need for multiple case filings. For the instances in which a hearing is needed concerning detention or probable cause, the JM case type will continue to be used. The JM designation is still appropriate for miscellaneous juvenile matters such as informal adjustment.

#### QCSR filing instructions for JT case type – EFFECTIVE IMMEDIATELY

The instruction that each parent in a Juvenile Termination of Parental Rights (JT) case is to be assigned his own case number is rescinded immediately. A separate case number still must be assigned to each juvenile who is the subject of a JT case however.